

**BASE BULLETIN**  
**VANDENBERG AFB CA 93437-0759**

**21 March 2001**

**No.12**

The Base Bulletin is published each Wednesday (except holidays). Send proposed bulletin items (via email to <mailto:publishing.management.dci@vandenberg.af.mil> or to Publishing Management DCI on the Global, or via fax to DSN 276-6614 or 805-606-6614) to arrive at DCI/SCSP by noon Friday, the week before you want your item to appear. Submit your items typed or printed on 30 SW Form 8, Official Bulletin Notice. Be sure to include your name, office symbol, and office phone number. Remember to include your home phone number for personal items. Limit official items to four lines, unofficial to 2-3 lines and personal items to one line. Your items will run for two consecutive weeks, and may be resubmitted one week after the last date it was published. Bulletins are valid for 90 days unless rescinded or superseded. Note: If an article requires a 30 SW Form 400, this form must be submitted with the article, or it will not be published.

## **SECTION I - ADMINISTRATIVE DUTIES**

Duty Chaplain: Duty phone, 6-5773. After hours, 6-9961  
Safety Hazard? Dial 5-SAFE (If off base, dial 605-SAFE)

## **SECTION II – OFFICIAL**

### **1. 30th Communications Squadron:**

**a. Emission Security (EMSEC):** EMSEC is a base-level program requiring compliance with equipment and system installation standards as outlined in AFSSM 7011, Emission Security Countermeasures Reviews. This applies only to classified computers, systems, or facilities. For information on what the VAFB EMSEC program has to offer, check out our public folders at this Microsoft Outlook public folder address: [outlook:\\Public Folders\\All Public Folders\\VANDENBERG\\Vandenberg Information Assurance Programs](mailto:outlook:\\Public Folders\\All Public Folders\\VANDENBERG\\Vandenberg Information Assurance Programs). (30CS/SCBI, 5-3252)

**b. Netscape Version 6 Alert from Adobe:** Adobe reports the following, "In its release of Netscape Navigator 6, Netscape has altered the way the browser handles plug-ins. As a result of these changes, Navigator 6 users should be aware that some of the Acrobat functionality is no longer available. (Note: Navigator/Communicator 4.x does not have these plug-in problems.) The plug-in enables users to view, navigate and print Adobe PDF files, and to fill in PDF forms while working inside the browser. With the changes to the Netscape plug-in architecture, the Acrobat plug-in can no longer perform the following two functions:

(1) Fast Web View (Page At A Time Downloading) is not supported. This means Adobe PDF files must be downloaded in their entirety before they can be viewed. If a user is on a fast connection and/or has small Adobe PDF files, there will be little effect. In general, though, users should be aware that Fast Web View allows Adobe PDF files to download and display more quickly over modem connections.

(2) Acrobat Forms are not supported. This means users can no longer post to a server via a PDF form. As a result, if a PDF form has a "submit" button, users will be unable to perform the submission while inside Netscape Navigator 6.

Adobe would also like to alert Netscape Navigator 6 users to use the print icon on the Acrobat toolbar when printing within Netscape Navigator 6, as the browser's File>Print menu method for printing to Adobe PDF is no longer functional. (30CS/SCSP, 6-7892)

### **2. Traffic Management Office:**

**a. Separating, Retiring or PCSing?** PLAN AHEAD! Within 30 days of receipt of orders, stop by TMO, Bldg 11777, Rm C-103 to schedule an appointment for your household goods pick up dates. Remember, the earlier you meet with us, the greater your chances of moving on the date you initially select. As always, we will work with you to the greatest extent possible. POC: TSgt Dobbs, ext 6-0904 (30 TRANS/LGTTH)

**b. Shipping/Receiving Packages via Federal Express:** Attention all base organizations that ship and/or receive packages via Federal Express: Under the DoD approved GSA contract, FedEx is

OPR: 30CS/SCSP-DCI

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authorized to transport unmarked classified packages to up a classification of SECRET. Any packages you receive from FedEx must be treated as classified material until it is determined to be otherwise. When shipping classified items, they must be processed through TMO Cargo Movement unless other arrangements have been made. TMO must be advised on the classification level. Any questions may be directed to MSgt Hawley, ext 6-3381 (30 TRANS/LGTTF)

**3. Vandenberg Mini-Comm Schedule:** The Vandenberg Mini-Comm will have a change of opening schedule for two days. The Mini-Comm will open at 0930 on Tuesday 27 Mar 01 due to a computer upgrade, instead of the normal 0600 opening time. On Monday 16 Apr 01 it will open at 0930 instead of at 0600 due to the annual inventory.

**4. Air Force Reserve/Guard Information - Missouri Air National Guard Openings:** We are looking for Pilots, Navigators, Command and Control Specialists, Intelligence Professionals, and Communication-Computer Specialists from all services. You too, can be a part of this exciting new mission for the 157th Air Operations Group, and travel the Pacific. Call now to find out how to apply for Palace Chase/Front and about our new State Tuition program. Call our recruiters today for more information on these officer and enlisted positions, DSN 490-8613 or COMM (314) 260-8613. (157AOG)

**OFFICIAL**

**STEPHEN L. LANNING**  
**Colonel, USAF**  
**Commander**

**SUSANNE BRIXLER-STaab**  
**Chief, Publishing Management**

### **SECTION III – UNOFFICIAL**

**Base Wide Blood Drive:** Wednesday, 21 Mar 01, 0830 to 1330 at the Services Center (Tours and Ticket Office). This event is open to everyone. All donors will receive free donuts, cookies, coffee and juices as long as the goodies last. Tri-County Blood Bank personnel will be on hand to conduct the drive. Our goal is 100 pints. For more information, contact MSgt Sirois, 6-9701. Please donate and save a life! (576 FLTS, 6-9701)

**Vandenberg Technical Library Open House:** 4 Apr 01, 1230-1600. The Vandenberg AFB Technical Library Staff invites Vandenberg personnel and contractors to a National Library Week Open House on 4 Apr 01, from 1230-1600 at the Technical Library in Building 7015. Library staff will be demonstrating use of computer equipment, software, and services. This is a great opportunity to learn how the Technical Library can assist you with your mission related research needs. Refreshments will be served throughout the event. (30LG/LGPPT, 6-9745)

**Amateur Radio License Testing:** 21 Apr 01, 1000. The Satellite Amateur Radio Club of Vandenberg AFB is pleased to announce that a VE Session will occur on Saturday, April 21st, at 10:00 AM, to administer tests for all classes of Amateur Radio licenses. Testing will be held at the Cook Street Facility in Santa Maria, at the southwest corner of Pine and Cook Streets. For more information, contact Dick Davidson, W6JX, at 349-8155, or Roy Ellis, W6QJ, at 736-0833. To learn more about the Satellite Amateur Radio Club, call Eric Lemmon, WB6FLY, at 733-4416. (Boeing, 6-6340)

**Community Support Center:** Pre-Register for all Classes, Workshops and Seminars. (30MSS/DPF)

- a. Job Opportunity Information Expo:** 21 Mar 1000-1030. Come to find out information on local job employment opportunities and sources. Find out who's hiring and who's not. Find out how to add your resume to the AF and local websites.
- b. WIC Office Comes To You:** 22 Mar 01. A satellite office of the Women, Infants, & Children (WIC) Program is at the Family Support Center the 4th Thursday of each month from 0800-1700 for Vandenberg personnel who meet program requirements. WIC is a nutrition education program, and provides supplemental food to promote good health for pregnant, breastfeeding, and postpartum women, infants and children up to age five. For more information contact Teresa Orozco at 6-4636, or call the Lompoc WIC office at 737-6470 for an appointment.
- c. Kids on the Move:** 23 Mar, 01, 1500-1630. A video, "Let's Get a Move On", forms the core for discussion and activities for children ages 6-11 arriving or departing VAFB in the next 3 months. Each child will receive an individual package.
- d. Family Life Seminar:** 23 & 24 Mar 01. Put a spark back into (or help keep it in) your marriage. Join as Jim and Judy Burrows and Andy Meeko from Family Life Conference give keys to revitalizing marriage. **RSVP now.** POC: Ch Toguchi or the Base Chapel at 6-5773.
- e. Single Parents Support Group:** 27 Mar 01, 1100-1230 at the Pacific Coast Club. This is an informal group for individuals who are dealing with divorce and single parenting. Pre-Registration not required. For more information, call 6-9958.
- f. Interviewing and Dress for Success:** 28 Mar 01, 0900. Make a statement, and get the job! Learn what to wear and what "not" to wear. Learn tips to dress for your interview and workplace. To sign up, call 5-8557.
- g. Daylight Saving Time:** 1 Apr 01. Move your clock forward one hour.
- h. Newcomer Spouse Orientation:** 2 Apr 01, 745-1230 for a full morning of the Base Newcomer Orientation at the Pacific Coast Club or opt to arrive at 0950 to attend the Community Fair followed by the Spouse Group at 1100. Children are welcome to the Fair and Spouse Group – toys are provided. Meet other newcomers and learn about services and things to do on and off VAFB. Registration is not necessary, but call 6-0801 for more information.
- i. Stress Management:** 2 & 3 Apr 01. Meet the first day 0800-1600 at the Family Support Center and the second day 0800-1200, at the Health & Wellness Center. This class is a thorough look at which aspects of your life are causing stress or pressure and then provides a variety of tools to manage life stressors at work or your personal life. To register, call 6-9958.
- j. Foundation to Parenting Series:** Thursdays, 1300-1500. The workshop covers a series of parenting topics. The April topic is effective parenting and discipline. To register contact Linda Bastine at 6-9958 or Greg Barisich at 6-5338.
- k. Car Care Because We Care:** Available to eligible spouses of ADAF members deployed for more than 30 days or on a remote tour, and first term airmen. This program keeps the "primary" family vehicle of ADAF members in top running condition by preventive vehicle maintenance. Maintenance includes oil & filter check, lubrication, and vehicle safety checks on a grant basis. Call 5-8551 to learn more.
- l. Nursing Mom's Program:** This program provides grants to rent electric breast pumps for ADAF families enrolled in Family Advocacy's New Parent's Program. The Family Advocacy Nurse Specialist determines the need. Call 5-8551 to learn more.
- m. Hearts Apart:** This program provides bi-weekly morale calls for immediate family of military members who are deployed, TDY, or remote. Call TSgt Spencer at 6-0039 to set up an appointment.
- n. Information and Referral:** The I & R helps you determine your needs and refers you to the right resource. The I & R program is designed to give information on programs and services offered in the Vandenberg Community; on and off base. Call your Information & Referral contact if there is a service, program, location, or phone number you are looking for. Receive information on such topics as: Adoption, ARC Teen Babysitter Lists, Citizenship/ Immigration, Elder care, Local Area Info, Speakers Bureau, Family Home Daycare Providers, Maps/Phone books, Santa Maria & Lompoc Preschool lists, Local Clubs/Assoc./Support Groups, and more! Dial 6-INFO (6-4636) and get the information you need.
- o. Volunteer Resource Program:** Fill your free time or learn new skills. Ms. Agramonte assists active duty, family members, retirees, and DoD civilians with volunteer placement, either on or off base, with local agencies. To volunteer, call 5-8557.

**p. Pre/Post Natal Exercise Class:** Mon and Wed nights 1630-1800 in the base gym annex. This class is for moms only. Please make arrangements for child-care if you wish to attend. Sign up at the annex with the instructor, Nancy Gonzales.

**q. Playtime for Tots:** Held every Tuesday at 1000. This is a parent participation support group for parents and their tots under the age of 5. Call Beki at 734-2668 for locations.

**r. TOPS (Take Off Pounds Sensibly):** Every Tuesday at 1900-2000. A weight reduction support group is available for those interested in losing weight and meeting with others who have similar goals. Call Julie at 733-7905, or the SSgt Kendrick at 6-2221.

**s. Resume Writing:** 4 Apr 01, 0900-1130. Learn how to write a winning resume or update an old one. Learn current formats/styles, hot effective words and power statements to include in your winning resume! To register call Tinisha Agramonte at 5-8557.

**t. Weekly Nutrition Classes at the HAWC:** Wednesdays, 1130-1230. Topics include: Heart Smart for Cholesterol Control, Diabetic Meal Planning with carbohydrate counting, Prenatal/Child Nutrition and Nutrition for Health. Call 6-2221 for more information.

**u. Baby Meet:** Held every Thursday at 1000. This is a parent participation group for babies between the ages of newborn to 2 years of age. Meet other parents and their babies for discussion and socialization. For information, call Christine at 734-7135.

**v. Preschool Story Time:** Story time for children 2 to 5 years old every Thursday at 1000. Please sign up your child in advance so crafts can be planned. Contact the Library at 6-6414 to sign up.

**w. Computer Resource Room:** 0800-1600, call 6-0801 to reserve time slots. You will find computer support for completing the Federal Job Kit, resumes, and applications. The Scholarship Resource Network is available. Internet connection is available for transition, relocation, and family member employment needs. Local and nation-wide opportunities are posted, and a selection of employment research books are available for check out.

### 30th Services Squadron (30 SVS/SVK, 6-0276)

**a. Pacific Coast Club** (For details on any club functions please call 734-4375 or 734-4376).

#### **Entertainment**

- Every Friday **Members Only Social Hour.** 1700. Complimentary snacks.
- Every Friday **Club Card Drawing.** 1800. \$300 pot every Friday, must be present to win. If no one wins, we add \$25 to the pot each week until there is a winner.

#### **Menu**

- **Lunch Time Potato Bar:** The club now has a lunchtime potato bar available Mon-Fri. Baked Potato with unlimited toppings and a small salad just \$3.95.
- **Lunch Time Buffet:** Monday – Italian, Tuesday – Mexican, Wednesday – Santa Maria BBQ, Thursday – Chicken & Ribs, Friday – Seafood.
- **Sunday Brunch:** 25 Mar 01, 1000-1400. Adults \$9.95, children age 4-12 \$.75 per year, children under 4, free.
- Tuesday and Thursday **Dining** menu, 1800-2000.
  - 20 Mar 01. **Monterey Chicken** Dinner, \$9.95 or **Blackened Salmon** Dinner, \$11.95.
  - 22 Mar 01. **2 for 1 Smoked Pork Chop**, \$11.95.
- **Foggio's:** Now call and order ahead at 5-7800.
  - **March Special:** Sunday Only. Purchase a two-topping pizza and get a free family order of salad and bread sticks.
  - Two new pizza toppings, Sun-Dried Tomatoes and Shrimp.

**b. Fitness Center:** (30SVS/SVMP, 6-3832)

- **Ongoing Classes:** The Fitness Center has classes in Karate, Aerobics, Yoga and more. Stop by the Fitness center for the current schedule. For more information, call 736-6213.
- **Biathlon:** 24 Mar 01, 0900. 5K Run and 15K Bike Ride. Start training today.

**c. Family Aquatics Center:** (30SVS/SVRO, 6-3581)

- **Pool Closure:** The Base Pool is closed for the renovation of the deck and pool liner. The re-opening date is tentatively set for 7 May 01. We apologize for any inconvenience.
- **Help Wanted:** Are you looking for an exciting summer job as a lifeguard or swim instructor? The VAFB Family Aquatics Center is seeking qualified, responsible and motivated individuals to join our summer staff. If you are interested, please call Jennifer at 606-3581.

**d. Bowling Center:** (30SVS/SVK, 6-3209)

- **Thunder Alley/Rock 300:** Thursday, 1800-2100, Family Night. Friday, 2200-0100, Thunder Alley/Rock 300. Saturday, 2100-2400, Thunder Alley/Rock 300.
- e. **Services Center:** (30SVS/SVYR, 5-8974)
  - **New Natural Knead Massage Therapy:** Therapeutic massage is a valuable addition to health care and fitness routines as a natural way to promote healthy body functioning, and to enhance the body's restorative powers. Styles of massage currently available include: Jin Shin, Swedish Massage, and deep Tissue Massage. Located in the Services Center. For an appointment call 5-4748.
  - **Country Line Dancing:** Ongoing FREE dance lessons at the Service Center. Wednesday, 1830-2100.
  - **Used Car Lot:** Registration for the Used Vehicle Lot is now available at the new Auto Hobby shop instead of the Services Center.
  - **ITT Trips:**
    - 29 Mar 01. **"King of Queens"** TV taping. Cost is \$25, including transportation, leaving at 0930.
    - 12 Apr 01. **"Price is Right"** TV taping. Cost is \$40, including transportation. Leave VAFB at 0600. Must be 18 or older to participate.
- f. **Youth Center:** (30SVS/SVYY, 6-2152)
  - **Give Parents A Break:** The Vandenberg Youth Center is offering this new program to assist military families. Under the "Give Parents a Break" program the Youth Center's School Age Program would be made available a few times a month to referred families with all costs covered by the Air Force Aid Society (AFAS). For more information contact the Youth Center at 6-2152.
  - **Saturday Dance:** 24 Mar 01, 1800-2100. \$2 for Youth Center Members, \$3 for non-members.
- g. **Marshallia Ranch Golf Course:** (30SVS/SVRG, 6-6262)
  - Through 23 Mar 01. The greens, tees and fairways are being aerified, seeded, and top-dressed.
  - **Ladies Priority:** Every Wednesday 0830-0900.
  - **Tuesday Special:** All active duty Green Fees half price, with carts available at 9-hole rate.
  - **Wednesday Special:** All carts can be rented for a 9-hole rate, and range balls are half off.
  - **Thursday Special:** All retired military get carts for the 9-hole rate.
  - **Friday Special:** All contractor and guest green fees are \$10 off every Friday.
- h. **Rod & Gun Club:** (30 SVS/SVRO, 6-4560)
  - **Archery 3-D Shoot:** 24 Mar 01. Registration opens at 0700. Shoot starts at 0900. Fees: Single \$10, Couple \$15, Family \$20, Youth \$5. Show your current Rod & Gun Club Card and get a \$5 discount.
  - **Open Skeet:** Open skeet and trap shooting every Wed, Fri, Sat and Sun at 0830, except for special events.
  - **Five Stand Sporting Clays:** 2<sup>nd</sup> and 4<sup>th</sup> Tuesday each month.
- i. **Outdoor Recreation:** (30SVS/SVRO, 6-0960)
  - **Rafting Volunteers:** The VAFB Rafting Team is seeking volunteers for their White Water Guide School. Anyone interested may contact Outdoor Rec at 6-5908.
- j. **Human Resources:** (6-8906)
  - **Jobs Available:** The Human Resources Office has jobs available for off-duty military, family members and civilians. For a list of current positions call the job information line, 6-8743 or stop by Bldg 11777, Room B-109 for an application.

**Education Services & Human Resources Flight:** (30MSS/DPHS, 5-5902)

- a. **Allan Hancock Registration:** Register now—beat the crowds. Walk-through registration will be held on 20 & 21 Mar 01 from 1200-1900 with late registration 26-28 Mar 01 1200-1900. Classes begin on 26 Mar 01. If you have any questions please call 734-3500 or 5-5915.
- b. **Tuition Assistance:** Tuition Assistance currently will remain at 75%. Congress has authorized the Dept of Defense to give 100%. Air Force supports paying 100%, but currently funding has not been secured. Once funding is received, the effective date of the new Tuition Assistance rates will be the date of the implementation, not a date in the past. The maximum tuition an individual can receive still remains at \$3,500 per year. Those who have the Montgomery GI Bill can now use it to pay for the other 25% that tuition assistance does not pay. More information on this can be found in a pamphlet at the Education Office, 5-5900.

**c. CLEP English with Essay testing:** 13 Apr 01. The Base Education Office will administer the College Level Examination Program (CLEP) English with Essay test on Friday, 13 Apr 2001 at 1300. This test is open to military only. To register, please call the Education Office at 605-5900 or stop by the Education Office in Bldg 14001.

**d. Cal Poly VAFB M.S. program Spring 01 course announcement:** The Aerospace Engineering Department at Cal Poly will offer the following courses Spring 01 to students at Vandenberg AFB. To learn more see <https://intranet.vandenberg.af.mil/30sg/30mss/mssed/index.html>.

- **Aero 435-80 - Finite Element Analysis**
- **Aero 521-80 - Missile and Launch Vehicle Aerodynamics**
- **Aero 500 - Individual Study**
- **Aero 599 - Design Project/Thesis**

**Admission And Registration:** Late registration now through 16 Apr 01. Please contact Vera Gee at [vgee@calpoly.edu](mailto:vgee@calpoly.edu), for admission questions, and Rachel Mendoza at [mendoza@calpoly.edu](mailto:mendoza@calpoly.edu), for tuition and fee questions.

**General Advising:** Contact Mr. Jim Billings, Base Education Counselor, at 5-5903 or via e-mail to [Jim.Billings@vandenberg.af.mil](mailto:Jim.Billings@vandenberg.af.mil) with any further questions. You can also contact Dr. Jin Tso, Chair of the Aero Department at 756-1391 or via e-mail to [jtso@calpoly.edu](mailto:jtso@calpoly.edu).

**Personal Computer Training Class Schedule:** (30CS/MCA, 6-3771)

Starting in April, our class times will change to 0800 to 1100 and 1300 to 1600.

**We will be offering Office 2000 classes starting in April.** We will also be offering a DMS Only class, where we will go a lot more in depth about how to use all the options and features of DMS.

**Lunch and Learn:** Bring your lunch and learn. We will be focusing in on different features from different programs, i.e.:

Pivot Tables; Sorting and Filtering in Excel,

Relationships, Combo Boxes and Queries from Access;

Animation; Special Effects from PowerPoint

Mail Merge; Styles from Word;

Resources; Tasks from Project

Word - Master and Sub Documents

Please email your suggestions for lunch and learn, and you should soon see them on the list of classes.

**Listed below is a current 30 SW personal computer systems training schedule.** Classes are open to active duty military and DOD employees only. Walk-ins are welcome on a space available basis. To register, or for additional information, contact Ms. Lexi Schwartz via base email. If you do not receive a confirmation of your registration within two days, please contact us to see if we did receive it. For questions only, not reservations, you can call 6-3771. You will probably reach an answering machine, so please leave a message and we will call you back. The classes do not require knowledge of the individual programs but a working knowledge of Windows is required. We recommend taking the classes in the following order: Word, Excel, PowerPoint, and Access.

**Computer Based Training (CBT) Facility**

In addition to the existing traditional demonstration/lecture courses offered at the computer training facility located within Bldg. 9360, MCA Engineers, Inc. also reserves specific 4 hour blocks of time for those students interested in completing Computer Based Training (CBT) courseware. This provides an alternate method for those military or DOD civilians who are unable to satisfactorily complete CBT's at their Personal Computer in their regular work environment.

**Instructor Led Classes**

Dates	Class Name	Instructor:	Time	Open Slots	Wait List
<b>March 2001</b>					
3/19-21	Excel 97	Jim Wooding	08:00-11:30	0	3
3/19	Outlook Email Only	Lexi Schwartz	08:00-11:30	3	0
3/19-23	Access 97	Lexi Schwartz	12:30-16:00	0	5
3/20	Outlook Email Only	Lexi Schwartz	08:00-11:30	6	0
3/22	Outlook Email Only	Jim Wooding	08:00-11:30	6	0
3/23	Excel 97 Advanced	Jim Wooding	08:00-11:30	7	0
3/26-30	Access 97 Advanced	Lexi Schwartz	08:00-11:30	8	0
3/26	Outlook Email Only	Jim Wooding	08:00-11:30	6	0
3/27	Outlook Email Only	Jim Wooding	12:30-16:00	14	0
3/28-30	Word 97	Jim Wooding	12:30-16:00	0	0

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4/2-6	PowerPoint 97	Jim Wooding	08:00-11:00	11	0
4/2-4	Excel 2000	Lexi Schwartz	13:00-16:00	8	0
4/5	Palm PDA Day Planning	Lexi Schwartz	13:00-16:00	13	0
4/6	Intro to Computers	Jim Wooding	13:00-16:00	12	0
4/9-13	Access 2000 Basic	Lexi Schwartz	08:00-11:00	3	0
4/9-13	PowerPoint 2000	Jim Wooding	13:00-16:00	9	0
4/13	Outlook 98 Email Only	Lexi Schwartz	13:00-16:00	12	0
4/18-20	Excel 97	Jim Wooding	08:00-11:00	10	0
4/18-20	Word 2000	Lexi Schwartz	13:00-16:00	9	0
4/23-25	Word 97	Jim Wooding	08:00-11:00	13	0
4/23-27	Access 97	Lexi Schwartz	13:00-16:00	7	0
4/26	Defense Message System	Jim Wooding	08:00-11:00	8	0
4/27	Outlook 98 Email Only	Jim Wooding	08:00-11:00	12	0
4/30-3	Excel 2000	Jim Wooding	08:00-11:00	12	0
4/30-4	Access 2000 Intermediate	Lexi Schwartz	13:00-16:00	9	0

**May 2001**

5/3	Outlook 98 Email Only	Lexi Schwartz	08:00-11:00	14	0
5/4	Excel 97 Advanced	Jim Wooding	08:00-11:00	14	0
5/7-11	PowerPoint 2000	Jim Wooding	08:00-11:00	11	0
5/7-10	Project 98	Lexi Schwartz	13:00-16:00	14	0
5/11	Outlook 98 Email Only	Lexi Schwartz	13:00-16:00	14	0
5/14	Palm PDA - Beginning	Lexi Schwartz	08:00-11:00	14	0
5/14-16	Outlook	Jim Wooding	13:00-16:00	9	0
5/14-18	Access 97	Lexi Schwartz	13:00-16:00	13	0
5/15-17	Excel 97	Jim Wooding	08:00-11:00	14	0
5/18	Outlook 98 Email Only	Jim Wooding	08:00-11:00	13	0
5/21-25	Access Lab	Lexi Schwartz	08:00-11:00	13	0
5/21	Outlook 98 Email Only	Jim Wooding	13:00-16:00	14	0
5/22-24	Excel 2000	Jim Wooding	13:00-16:00	12	0
5/25	Outlook 98 Email Only	Jim Wooding	13:00-16:00	14	0
5/29-31	Word 97	Lexi Schwartz	08:00-11:00	14	0
5/29-31	Outlook	Jim Wooding	13:00-16:00	14	0

**Lunch and Learn****April 2001**

4/2	Outlook - Delegating and Out of Office Assistant	Various	11:30-12:30	13	0
4/4	Word - Mail Merge	Various	11:30-12:30	11	0
4/6	Office -- Routing Documents	Various	11:30-12:30	13	0
4/9	Excel 97 - Pivot Tables	Various	11:30-12:30	9	0
4/11	Excel - Filtering, Sorting and Subtotals	Various	11:30-12:30	9	0
4/13	Word - Tables	Various	11:30-12:30	7	0
4/18	Word - Forms	Various	11:30-12:30	10	0
4/20	Excel - Formatting & Conditional Formatting	Various	11:30-12:30	10	0
4/23	Outlook - Calendaring & Meeting Planner	Various	11:30-12:30	12	0
4/25	PowerPoint - Inserting Sounds and Movies	Various	11:30-12:30	11	0
4/27	Office - Object Linking & Embedding 0	Various	11:30-12:30	14	0
4/30	Excel 2000 - Pivot Tables	Various	11:30-12:30	13	0

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5/2	Windows - Tips and Tricks	Various	11:30-12:30	12	0
5/4	Office - Drawing Toolbar	Various	11:30-12:30	13	0
5/7	Outlook - Delegating and	Various	11:30-12:30	14	0

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	Out of Office Assistant				
5/9	Excel - Workbook Sharing	Various	11:30-12:30	13	0
5/11	Word - Columns	Various	11:30-12:30	13	0
5/14	Office - Customizing Toolbars	Various	11:30-12:30	13	0
5/16	Word - Dealing with Graphics	Various	11:30-12:30	13	0
5/18	PowerPoint - Custom Animation	Various	11:30-12:30	12	0
5/21	Internet Explorer - Tips & Tricks	Various	11:30-12:30	11	0
5/23	Excel - Macros	Various	11:30-12:30	10	0
5/25	Word - Master and Sub Documents	Various	11:30-12:30	11	0
5/30	Excel - Headers and Footers	Various	11:30-12:30	11	0
<b>Security</b>					
<b>April 2001</b>					
4/11	UCM Training	Dianne Raynor	08:00-11:30	18	0
<b>May 2001</b>					
5/9	SATE Managers	Dianne Raynor	08:00-11:30	23	0
5/23	EMSEC Training	Dianne Raynor	08:00-11:30	24	0